

# Job Seeking Skills Workshops

## January - June, 2016

★ **Manti Employment Center**  
**55 S. Main Suite #3 • Manti, Utah**

Register for  
 reserved seating.  
 Walk-ins  
 welcome.



For more information, please call  
 435-835-0740, visit [jobs.utah.gov](http://jobs.utah.gov) or come  
 to DWS at 55 S. Main Suite #3 • Manti, UT.

- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### RESUMÉ WRITING:

Jan 5, 19	10:00 AM–12:00 PM
Jan 12, 26	1:00 PM–3:00 PM
Feb 2, 16	10:00 AM–12:00 PM
Feb 9, 23	1:00 PM–3:00 PM
Mar 1, 15, 29	10:00 AM–12:00 PM
Mar 8, 22	1:00 PM–3:00 PM
Apr 5, 19	1:00 PM–3:00 PM
Apr 12, 26	10:00 AM–12:00 PM
May 3, 17, 31	1:00 PM–3:00 PM
May 10, 24	10:00 AM–12:00 PM
June 7, 21	10:00 AM–12:00 PM
June 14, 28	1:00 PM–3:00 PM

### INTERVIEWING SKILLS:

Jan 6, 20	1:00 PM–3:00 PM
Jan 13, 27	10:00 AM–12:00 PM
Feb 3, 17	1:00 PM–3:00 PM
Feb 10, 24	10:00 AM–12:00 PM
Mar 2, 16, 30	1:00 PM–3:00 PM
Mar 9, 23	10:00 AM–12:00 PM
Apr 6, 20	10:00 AM–12:00 PM
Apr 13, 27	1:00 PM–3:00 PM
May 4, 18	10:00 AM–12:00 PM
May 11, 25	1:00 PM–3:00 PM
Jun 1, 15, 29	10:00 AM–12:00 PM
Jun 8, 22	1:00 PM–3:00 PM

**RESUMÉ WRITING:** Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.

**Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.